Position | Department | Reports to
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Director, Adult and Online Student Services | Graduate and Adult Enrollment | Dean, Admissions

**Scope of Responsibilities:** To lead Graduate and Adult Enrollment (GAE) and Seminary recruitment by executing all enrollment policies, programs, and services and assisting in the development of marketing strategies.

**General Duties:** Direct and coordinate all personnel working within the GAE and Seminary Enrollment area. Implement with integrity the institution’s admissions policy for GAE. Complete evaluations of transcripts. Establish and direct all GAE and Seminary admissions activities consistently with the institution’s mission and values and consistently with the institution’s adopted GAE admissions policy. Assist with the institution’s marketing and publications for GAE and the Seminary. Be responsible for assuring that the contact flow is updated each year and insert changes necessary to utilize most current technology. Coordinate letter flow with the print shop. Under the supervision of the Dean of Admissions, manage GAE and Seminary enrollment budgets within the guidelines established by the institution’s financial policies, procedures, and resources. Provide monthly written reports to the Dean of Admissions regarding GAE and Seminary enrollment goals, achievements, successes, concerns, budget management, and other appropriate institutional benchmarking. Serve the community and constituencies with workshops, seminars, and presentations. Hire and manage personnel in contact with the institution’s mission, vision, and educational values and policies by performing the following duties personally or through subordinate personnel. Coordinate all aspects of Experiential Learning including training seminars for portfolio development evaluation of student EL portfolio and submission of credit evaluation to registrar. Operates school and rental vehicles with valid driver’s license and have an excellent driving record. **Supervision:** Supervise Enrollment Counselors for Graduate and Online Student Services in daily execution of responsibilities as outlined in their job descriptions. Must have a mindset of mentoring employees under supervision. Should be able to lead in a way that sets a good example, promotes teamwork, and encourages a positive, efficient work environment. Supervise all aspects of application processing including transfer credit evaluations, admissions decisions, and communication regarding admissions decisions. Supervise student employees including interviewing, hiring, training, planning, assigning and directing work, coaching, appraising performance, rewarding and disciplining employees, addressing complaints, and resolving problems. Performs other duties as assigned.

**Qualifications: Minimum:** Five years of successful experience in marketing, sales or higher education enrollment. A bachelor’s degree in a discipline appropriate to an institution of higher education. A working grasp of Scripture and its application to Christian higher education. A proven record of being able to identify and understand the values and expectations of an institution’s constituencies. Good oral and written communication skills. A record of servant leadership that nurtures integrity, teamwork, community, and collaboration. An ability to translate the institution’s mission and values into viable and effective personnel and policy decisions. A working knowledge of admissions and appropriate strategies for implementing the institution’s admissions policy with integrity. A working knowledge of marketing strategies. A record with being able to adapt to market changes. An ability to cooperate with faculty and staff in ways helpful to the GAE enrollment process. Must have a valid driver’s license and excellent driving record. An ability to control budgets within the limits of the institution’s resources. **Preferred:** Masters Degree in a discipline appropriate to an institution of higher education. Successful experience at multiple levels of the entire enrollment process. Experientially knowledgeable of the institution’s culture and constituencies. Appreciation for and understanding of the importance of brand equity. Successful marketing experience including a record of continuous learning and understanding of changing patterns of target audiences.

**Status:** Full-time, Salaried
A completed employment application must be submitted in order to be considered for employment. Applications are available in the Business Office or can be downloaded at [www.grace.edu](http://www.grace.edu), Employment.

**Posted:** 10/05/10

Grace College and Theological Seminary seeks a diverse work environment by encouraging women and minorities to apply.